



Office of the City Clerk

Weekly Report – for Week Ending February 14, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Neighborhood Council Elections – Candidate Filing continues:

Region	Qty Filed to Date	Certified	Pending	Withdrew (W) / Disqualified (D)	Starts	Ends	Election Day
Region 1	251	233	0	17W/1D	Dec 23	Jan 22	Mar 8
Region 2	125	111	0	12W/2D	Dec 16	Jan 15	Mar 1
Region 3	206	184	0	15W/7D	Dec 31	Jan 30	Mar 16
Region 4	176	153	0	22W/1D	Jan 4	Feb 3	Mar 20
Region 5	128	75	53	0W/0D	Jan 14	Feb 13	Mar 30
Region 6	38	17	18	3W/0D	Jan 18	Feb 18	Apr 3
Region 7	23	9	14	0W/0D	Jan 27	Feb 26	Apr 12
Region 8	6	2	4	0W/0D	Feb 10	Mar 12	Apr 26
Region 9					Feb 17	Mar 19	May 3
Region 10					Feb 24	Mar 26	May 10
Region 11					Mar 4	Apr 3	May 18
Region 12					Feb 17	Mar 19	May 6

TOP ISSUES

- **LAUSD Board Seat 1 Special Election Candidate Filing began February 10**
- **Neighborhood Council Candidate Filing continues**
- **Polling Place accessibility training at the County**

Neighborhood Council Elections – Improvements have been made to expedite the candidate filing process. An application was created in for City Clerk data entry records to be transferred onto the Department of Neighborhood Empowerment's (DONE) Candidate Tracking Google Document which is used to inform staff of the candidate filing status.

City Elections – Candidate Filing for the Los Angeles Unified School District (LAUSD), Board District 1 Special Election began February 10. To date, seven candidates filed a Declaration of Intention to be a Candidate.

City Elections – Reimbursement in the amount of \$209,184.90 was received from the Burbank Unified School District for the cost of consolidating a measure onto the City's 2013 Primary Nominating Election.

City Elections – Staff attended a two-day accessibility training at the Los Angeles Registrar-Recorder/County Clerk on how to implement the Secretary of State's new Polling Place Accessibility Check List.

City Automated Agenda Management System – internal meetings have started for the next phase of the project which includes defining workflow scenarios and processes to enable departments to submit documents electronically to the City Clerk. This is on the Mayor's metrics goals for City Clerk.

Records Management – Development of an RFP for a new contract continues.

Business Improvement Districts – Systems staff completed 17 requested modifications to the Business Improvement District tracking system. Systems will also explore options for automating the invoicing process.

Administrative Services – Staff commenced analysis of the Prior Year Encumbrances Report for City Clerk, Mayor, City Council and General City Purposes Fund; as well as, processed salary reimbursement requests to Harbor and LAWA for Council employees on loan.



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Sustainability – Fiscal staff commenced assembling data for the Environmentally Preferable Purchasing FY 13-14 Annual Report.

Personnel Services - Staff continued coordinating Occupant Life Safety Training for all City Clerk employees in City Hall, and disseminated documents pertaining to Equal Employment Opportunity, Sick Leave and Holiday Pay to Mayor, City Council and CLA.

Neighborhood and Business Improvement Districts - Staff and the City Attorney continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of the following BIDs: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village, Sherman Oaks Village, Studio City, Hollywood Media and the proposed Pacific Palisades.

On February 5, 2014, Council adopted the Annual Planning reports for the Gateway to LA, Studio City, and Greater Chinatown, property based Business Improvement Districts and Ordinances of Intention for the reconfirmation of the merchant-based Los Feliz and Wilshire Center Business Improvement Districts.

On February 11, 2014, Council adopted the Ordinance of Intention for the Byzantine Latino Quarter renewal and Annual Planning reports for the Downtown Center and Highland Park Business Improvement Districts and Motion to sell the assets of the dissolved Arts District Business Improvement District.

On February 11, 2014, the Economic Development Committee approved the Annual Planning reports for the Canoga Park, Larchmont and Figueroa Corridor property based Business Improvement Districts.

Special Honors / Awards - We are proud to share with you that Patrice Lattimore, Legislative Assistant, from our Council and Public Service Division received the "Trailblazer Award" from the Los Angeles Association of Black Personnel. A presentation and reception was held Wednesday evening in the Tom Bradley Tower.

ISSUES

Council and Committee Meeting Webcasting – Stability problems continue with video webcast servers not starting automatically in Council Chambers. Committee Room 1010 was fixed. Committee Room 1050's audio encoder server failed. The vendor is shipping out a new audio encoder server and is expected to take one week for resolution.

UPCOMING

City Elections – The last day of Candidate Filing for the LAUSD, Board District 1 Special Election is February 18.

City Elections – The City Clerk will release its recommended revisions to the Election Code report on Friday, February 14 in anticipation of scheduling of the hearing for Friday, February 21, 2014 at the Rules and Election Committee of the Council.

Neighborhood Council Elections – Candidate Filing for Region 9, (of 12 regions,) begins February 17, 2014.

Photocopy Machine Replacement – Systems and Administrative Services staff are working with the General Services Department on the change out of the department photocopy machines in March. Integration with the Council File Management System is required.